

This policy applies to: <input checked="" type="checkbox"/> <i>Stanford Health Care</i> <input checked="" type="checkbox"/> <i>Lucile Packard Children’s Hospital</i>	Last Approval Date: June 2018
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I. PURPOSE

The purpose of this policy is to provide guidelines relative to the funds associated with the Medical Staff Dues account.

II. POLICY STATEMENT

The Medical Staff Finance Committee will adhere to the following guidelines to ensure that medical staff funds are used appropriately. The use of discretionary funds by the Medical Staff Finance Committee and Medical Staff Leadership is outlined below. The Medical Staff Finance Committee may also choose to increase Medical Staff Dues at any time with approval of the Medical Executive Committee.

III. PROCEDURES for SHC

1. Medical Staff Dues are \$200 for members who primarily practice at SHC and \$125 for physicians who primarily practice at LPCHS or SHC-Valley Care. Only physicians who are in the Active and Courtesy Admitting Categories are required to pay dues. Physicians in the Administrative, Affiliate and Courtesy Teaching, Refer and Infuse and LPCH Staff Categories are not required to pay dues
2. Discretionary approval of Funds for the Chief of Staff will be \$5000 for any single event up to a maximum of \$15,000 each year.
3. Discretionary approval of Funds for the Finance Committee will be \$25,000 for any single event up to a maximum of \$50,000 each year. Such approvals will be presented to the Medical Executive Committee as “information only” at its first meeting following approval.
4. The Medical Staff Finance Committee will monitor the reserve funds to ensure that they remain above the magnitude of the annual budget.
5. Use of the funds in the Medical Staff Dues account will be used for, but not limited to:
 - a) Food for Medical Staff Meetings

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- b) Gifts and Donations
- c) External Peer Review
- d) Consulting
- e) Education
- f) Training and Travel for Medical Staff Leaders
- g) Other activities or events to benefit the Medical Staff

IV. PROCEDURES for LPCH

1. Medical Staff Dues are \$200 for members who primarily practice at LPCH and \$125 for physicians who primarily practice at SHC. Only physicians who are in the Active and Courtesy Categories are required to pay dues. Physicians in the Affiliate, SHC Staff and Refer and Follow Categories are not required to pay dues.
2. Discretionary approval of Funds for the President of the Medical Staff will be \$5000 for any single event up to a maximum of \$10,000 each year.
3. Discretionary approval of Funds for the Finance Committee will be \$10,000 for any single event up to a maximum of \$20,000 each year. Such approvals will be presented to the Medical Executive Committee as "information only" at its first meeting following approval.
4. The Medical Staff Finance Committee will monitor the reserve funds to ensure that they remain above the magnitude of the annual budget. The Medical Staff Finance committee is comprised of the LPCH Medical Staff leadership as well as any appointed members by the President of the Medical Staff.
5. Use of the funds in the Medical Staff Dues account will be used for, but not limited to:
 - a) Food for Medical Staff Meetings
 - b) Gifts and Donations
 - c) Medical Staff Publications
 - d) Consulting
 - e) Education
 - f) Training and Travel for Medical Staff Leaders

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g) Other activities or events to benefit the Medical Staff

V. DOCUMENT INFORMATION

- A. Author/Original Date
Debra R. Green, Director, Medical Staff Services, March 2012
- B. Gatekeeper of Original Document
Director, Medical Staff Services
- C. Distribution and Training Requirements
 - 1. This policy resides in the Medical Staff Policy Manual of SHC
- D. Review and Renewal Requirements
This policy will be reviewed and/or revised every three years or as required by change of law or practice.
- E. Review and Revision History
New policy, effective March 2012, Apr 2015, Jun 18
- F. Approvals
SHC Finance Committee – March 2012
SHC Medical Executive Committee – April 2012, May 2015
LPCH Finance Committee – March 2012
LPCH MEC – April 2012, May 2015
SHC and LPCH Board – April 2012, May 2015
SHC Medical Executive Committee – May 2015
SHC and LPCH Medical Staff Leadership, June 2018

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